Posting a Position

In PeopleSoft, posting a position is completed via the “Create a Requisition” feature. To learn more, attend the “eRecruit I: Posting A Position and Identifying A Hire” hands-on workshop.

- Log on to myUFL using your GatorLink username and password (http://my.ufl.edu).
- Navigate to Manager Self Service > Manager Home > Recruiting Activities Home > Job Requisitions
- Click one of the “Add a New Job Requisition” buttons (either button is fine to use).
- Choose a template type and click the “Continue” button.

8-Step Process for Creating Requisitions
At any point, you can tell where you are in this process by looking at the numbered steps at the top of the screen. The step circled in yellow reflects where you are in the process. Circles that are shaded reflect steps already completed. You can move between steps by clicking on shaded circles or by using the “Previous” or “Next” buttons located on each screen.

- **Step 1:** Type in or select the appropriate Position Number using the magnifying glass view icon.  
  ▶ Press Tab on your keyboard. Information about that position will be automatically populated.  
  ▶ Click “Next.”

- **Step 2:** You will be listed as the originator.  
  ▶ Select your Level 1 authorizer using the magnifying glass view icon (someone from your dean’s or director’s office).  
  ▶ Select the appropriate Level 2 authorizer in the “Recruiter” field using the magnifying glass view icon.  
  ▶ Click “Next.”

- **Step 3:** Indicate your interview team or search committee.  
  ▶ To add a person, click “Add New Interviewer.”  
  ▶ Select an employee using the magnifying glass view icon.  
  ▶ Specify the “Interviewer Role” by using the drop down menu.  
  ▶ At least one person listed must be the department interviewer (the equivalent of a hiring authority).  
  ▶ When you’re finished adding all members, click “Next.”

- **Step 4:** List your screening questions (this step is not used for faculty positions).  
  ▶ Select the position type (i.e., exempt, non-exempt) from the “Question Set ID” field.  
  ▶ Click “Load From Set.”  
  ▶ Click “Next.” The questions will be loaded automatically. Please do not add or remove any questions.  
  ▶ Click “Next.”

- **Step 5:** Build your Posting Description here. Begin by entering the Posting Title. The entire field (30 character limit) may be used for the job title entry. Do **not** include the department name in the title, because the department name automatically appears on the View Job Postings page as a system function.  
  ▶ Click “Add a New Posting Description” again. Select “Mkt State” for Description Type (which stands for Marketing Statement). Marketing Statement and Job Summary are synonymous.
In the Description Box, enter a description of the position. If you used “Add a Position” or “Update a Position” in PeopleSoft before posting, this box will auto-populate. If the position transferred from legacy, you will need to paste in the position description from the Unified Position Description form (www.hr.ufl.edu/departmental/forms/unifiedposition.rtf).

Click “OK.”

Click “Add a New Posting Description” again. Select “Salary.”

In the Description Box, enter your expected salary range, whether salary is negotiable, etc.

Click “OK.”

Complete Step 5 by selecting “Internal and External” from the drop down menu for the “Visible” field for each Description Type. To see your entire posting, click “Preview Entire Posting.” After you have previewed it, click “Return.” To proceed to the next step, click “Next.”

**Step 6:** Click “Add a New Posting Destination.” At UF, we will display for external and internal audiences on the Internet.

- **Posting Type:** Select “External Posting” from the drop-down menu.
- **Posting Medium:** Select “Internet” as medium.
- Do not enter information in the “Posting Opening” section unless you’re posting the requisition far in advance of its being available.
- Under “Posting Closing,” indicate the number of days for Posting Duration (a minimum of 14 days is required for faculty vacancies, 7 days for TEAMS/USPS positions) or Required Close Date to coincide with other advertised deadlines (the 7/14-day minimums still apply).

Click “OK.”

Click “Add a New Posting Destination” again. Repeat the steps as follows:

- **Posting Type:** Select “Internal Posting” from the drop-down menu.
- **Posting Medium:** Select “Internet” as medium.
- “Posting Opening” section should be completed (or left alone) per “External Posting.”
- Under “Posting Closing,” also provide the same information entered for “External Posting.”

Click “OK.”

Click “Next” to move to the next step.

**Step 7:** Review the requisition summary for correctness. Click the triangle in each blue line to collapse the associated information for easier review. If needed, move to the appropriate step to make changes or additions. At the bottom of the screen, click “Next” to move to the last step.

**Step 8:** In the Comments field, provide comments for your Level 1 or 2 approvers. An example might be “List of Five required” or “Advertising in Chronicle and Gainesville Sun.”

Now, “Save for Later” or “Submit for Approval.” Upon submitting for approval, you will get a Submit Confirmation page. Click “OK” to complete the “Create a Requisition” process. From here, your requisition will be submitted automatically to your Level 1 approver as named in Step 2.

Make a note of your requisition number.

**Tracking Your Posting**

- Upon successful submission
  - Email confirmation to you offering a link to view the requisition in Manager Self Service
- Upon Authorizer (level 1) approval
  - Email notification to you
- Upon Recruiter (level 2) approval
  - Email notification to you of approval and confirmation that requisition is posting
- To view posting
  - Go to [http://jobs.ufl.edu](http://jobs.ufl.edu) (just as an external applicant would)